

23 August 2013

Dear Consultant:

The town of Grantwood Village, Missouri is requesting the services of a consulting engineering firm to perform the described professional services for the project included on the attached list. If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachments. Limit your letter of interest to no more than 4 pages. This letter should include any information which might help us in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, and other projects your company has recently completed or are now active. It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) be submitted with your firm's Letter of Interest, or be on file with Grantwood Village, MO. The statement of qualification is not included in the total page count limit.

DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at [www.modot.gov](http://www.modot.gov), in order to be counted as participation towards an established DBE Goal. We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.

It is required that your firm be prequalified with MoDOT and listed in [MoDOT's Approved Consultant Prequalification List](#), or your firm will be considered non-responsive.

We request all letters be received by 5 p.m. on September 13, 2013 at:

Grantwood Village Town Hall  
One Missionary Ridge  
St. Louis, MO 63123

Sincerely,

Paul R. Pfeiffer  
Trustee  
Grantwood Village, MO

Attachment

| <b><i>St. Louis County, Grant Road</i></b> |   |
|--|---|
| Federal Aid No.:                           | DP 5401 (719)   |
| Location:                                  | Grant Road from Route 30 to entrance to Grant's Farm – about 0.5 miles  |
| Proposed Improvement:                      | See Attached Environmental Tracking Form. Create and install and entrance sign at the corner of Grant Road and Highway 30; install 6 decorative solar powered light poles with banners; pave one gravel area and sod second gravel area on NE side of Grant Road; create a pedestrian garden area in the newly sodded area.   |
| Length:                                    | Approximately 0.5 miles   |
| Approximate Construction Cost:             | \$ 40,000   |
| DBE Goal Determination                     | 0%  |
| Consultant Services Required:              | <p><i>Design signage and banners</i></p> <p><i>Construction experience, including electric/solar power</i></p> <p><i>Landscape design</i></p> <p><i>Road work, paving</i></p> <p><i>Flood plain experience (work area is in flood plain).</i></p> <p><i>The engineering responsibilities may include but are not limited to the following:</i></p> <p><i>The preparation of Conceptual plans, Preliminary plans, Contract plans and Right-of-Way plans. Design services may include right-of-way plans, surveying, geotechnical investigations, public involvement, environmental and historic preservation services/permits, contract documents, assisting with the bidding process, construction support/construction inspection, utility coordination/permits and traffic controls including the preparation of PS&amp;E and final documents.</i></p> <p><i>Construction Phase: work with contractor on behalf of the Town, assist with preconstruction conference, perform periodic site inspections, prepare change orders, inspect construction materials, check shop drawings submitted by contractor, conduct construction test and inspection, be present during critical construction operations, work with Town to do full-time inspections and reporting and participate in final inspection.</i></p> |
| Other Comments:                            | <i>This work area is in a flood plain near Gravois Creek. Describe what projects and experience you have had with flood plain work.</i>   |
| Contact:                                   | <i>Paul R. Pfeiffer, Trustee</i><br><i>Grantwood Village Town Hall</i><br><i>One Missionary Ridge</i><br><i>St. Louis, MO 63123</i><br><i>Phone: 314-497-7576</i><br><i>E-mail: <a href="mailto:trustees@grantwoodvillage.us">trustees@grantwoodvillage.us</a></i>  |
| Deadline:                                  | <i>5:00 pm on September 13, 2013</i>  |
| Submit                                     | <ul style="list-style-type: none"> <li>Letter of interest should not exceed 4 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. <u>8</u> copies of the letter interest should be received at the address and by the time specified.</li> </ul>  |

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection. Additional criteria can be added with the approval of Central Office Design

Experience and Technical Competence -

Max Points 10

Capacity and Capability -

Max Points 10

Past Record of Performance -

Max Points 10

Environmental Tracking Form  
For Federal Aid Projects

EN/HP ID Number: 2782

Project Number: DP 5401719 TIP Number: \_\_\_\_\_  
County: St. Louis District: 5  
City: Grantwood Village Bridge Number: \_\_\_\_\_  
Route: Grant Road TIGER Grant Funds ☐  
Location: Grant Road, from Route 30 to entrance to Grant's Farm, 0.5 miles

Description: Create and install an entranceway sign that would play an important role in both establishing the image of the area and providing direction for those visiting. The sign would be at the corner of Grant Road and State Hwy 30. It would identify the Town of Grantwood Village, Grant's Farm and the Ulysses S. Grant National Historic site. Install six decorative, solar-powered lit poles down the Northeast side of Grant Road that feature banners honoring the history of the area with images such as that of President Grant, his wife Julia Dent, Hardscrabble (the log cabin home built and owned by Ulysses and Julia Grant) and the Clydesdales, which graze in fields along Grant Road, and are also considered a national treasure. These would be spaced along the Northeast side of the half-mile section of Grant Farm. Pave one gravel area on the Northeast side of Grant Road, which would provide a safe turn-around area for residents and tourists in order to more easily cross over the heavy traffic on State Hwy. 20 by a stoplight. Sod the second gravel area on the Northeast side of Grant Road. This area is often used by bus groups coming to Grant's Farm as a pullover site. Drivers pull onto this unstable ground and allow passengers to exit the bus. This puts those exiting in danger as they attempt to cross Grant Road to get to the Farm's main entrance. Both Grant's Farm and the Town of Grantwood Village would like to eliminate this to dissuade crossing the road at this spot. There is a designated crosswalk located in front of the Grant's Farm parking lot. Create a pedestrian garden area in the newly sodded area that would provide a greenway for visitors to spend time and be mindful of the historic richness of the area.

NEPA Classification: Programmatic CE Programmatic Section: 6  
NEPA Approval Date: 6/19/2013

Final Environmental Review Completed: \_\_\_\_\_

NA Pending Cleared

Date Received by EN/HP: 2/8/2013

Date Transmitted by EN/HP: 6/19/2013